



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

NAVENVIRHLTHCENINST 1600.1V
CS

23 JUL 2002

NAVENVIRHLTHCEN INSTRUCTION 1600.1V

Subj: DUTIES OF COMMAND WATCHSTANDERS

Ref: (a) OPNAVINST 3120.32C
(b) NAVENVIRHLTHCENINST 5530.2C CH. 1

Encl: (1) NAVENVIRHLTHCEN Watchstander Personnel Qualification Standard

1. Purpose. To establish regulations for staff officers and enlisted personnel relative to watchstanding duties. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NAVENVIRHLTHCENINST 1600.1U

3. Scope. This instruction applies to the Navy Environmental Health Center (NAVENVIRHLTHCEN) Home Office.

4. Command Watchstanders.

a. Military watches are maintained to ensure continuity in accomplishing the mission objectives of the NAVENVIRHLTHCEN.

b. All command military personnel will be assigned to stand watch as the Command Duty Officer (CDO), except officers in the grade of Lieutenant Commander and above and enlisted personnel E-8 and above.

c. Watchstanders will stand assigned watches in a military manner consistent with references (a) and (b).

d. Watchstanders will not assume tasks which might detract from properly executing all assignments. Personnel not acting in the performance of duty, or in an otherwise official capacity, will remain clear of the reception area.

e. The Senior Watch Officer (SWO) will normally be the most senior officer in paygrade O-3 assigned. The SWO will serve as the watchbill coordinator. The SWO's responsibilities include:

(1) Submitting and maintaining the monthly watchbill and supernumerary list no later than the 20th of the preceding month.

(2) Ensuring the qualification of watchstanders through use of a Personnel Qualification Standard, enclosure (1).

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(3) Maintaining the Command Watchstanders Handbook located in the reception area. The SWO will ensure that the handbook is reviewed and updated quarterly.

5. Duties and Responsibilities.

a. Tour of Duty. Duty hours are from 0800 to 0800. The CDO will be present at the command or immediately available by designated mobile telephone at all times during the watch.

b. Telephone Watch. The CDO will maintain the telephone watch at the reception area from 0600 to 0800 and from 1600 to 1800. The CDO will activate the "call forwarding variable" or SAC button on the telephone each workday at 1800. The automated answering system must be checked for messages upon arrival each workday and at least twice daily on weekends and holidays. When the CDO departs from the command spaces they will have the CDO mobile telephone (757-621-1921) in their possession at all times.

c. Command Security. On normal workdays, the CDO will report onboard in sufficient time to perform security rounds of command spaces prior to 0600. All access doors to NAVENVIRHLTHCEN spaces will remain secured until 0730 with the only exception being the doorway immediately in front of the receptionist desk. All access doors will be secured at 1600 with only exception being the doorway immediately in front of the receptionist desk. All personnel shall depart and all access doors secured at 1800. Prior to departing, the CDO will:

(1) Complete a walk through of 10th and 11th floors.

(2) Turn off all lights and coffee makers.

(3) Call Naval Medical Center Security Department at 953-5224 to notify them that NAVENVIRHLTHCEN spaces have been secured.

d. After Hours Access. As a routine policy, there will be no admittance to the command spaces after 1800 on weekdays and at any time on weekends. Exceptions may be made at the request of any Director, with approval of the Executive Officer, and notification of the SWO and CDO for that day(s). In the event that after hours building access is required, the CDO must be notified prior to building entry and again upon leaving the building. All personnel occupying the building after hours must sign in and out in the after hours log.

e. Chain of Notification. When circumstances require prompt action beyond the CDO's expertise or authority, professional opinion or command approval may be obtained by telephoning the following:

(1) Senior Watch Officer

(2) Executive Officer

(3) Commanding Officer

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f. Command Journal. The CDO is responsible for ensuring all required entries are placed in the Command Journal. All pertinent duties performed and events taking place during the watch must be duly recorded in sufficient detail to provide a complete and permanent historical record. Entries in the Command Journal must be printed in a neat, concise, and complete form. Entries for military personnel must include name, rate/rank, social security number, and branch of service. The CDO is also responsible for presenting the Command Journal to the Command Master Chief who will forward it to the Executive Officer for review/signature at the end of each watch.

6. Scheduling and Relief.

a. The monthly CDO watchbill will be submitted by the SWO to the Executive Officer for review and approval. Watchstanders will be assigned on a rotational basis. "Roll-offs" are permitted at the discretion of the SWO as manpower permits.

b. Relief from a scheduled watch may be obtained for conflicts resulting from illness, convalescent leave, and emergency leave. In such cases, a supernumerary watchstander may be assigned by the SWO. A supernumerary list will be maintained by the SWO for this purpose. Once a watchstander has been used as a supernumerary, the watchstander's name will be moved to the bottom of the supernumerary list.

c. Leave requests on NAVCOMPT Form 3065(3C) must be submitted to the cognizant Director via the SWO and the appropriate chain-of-command. Members on leave or TAD for periods greater than 30 days will be removed from the watch rotation until their return if the SWO is notified by the 15th of the preceding month. For periods less than 30 days, members are responsible for finding their own relief when conflicts occur. Voluntary exchanges of duty must be reported to the SWO by E-mail.

d. All new watchstanders must stand a watch under instruction with an experienced CDO to become familiar with command watchstanding procedures and submit a completed Personnel Qualification Standard, enclosure (1), to the SWO prior to standing their first scheduled watch.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

List I (Directors and Deputies)

II (Staff Officer Personnel)

III (Staff Enlisted Personnel)

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NEHC WATCHSTANDER PERSONNEL QUALIFICATION STANDARD

_____ Watchstander's Name	_____ Check-in-Date	_____ First Duty Date
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Required tasks (mentor sign and date when performed).

I. SECURITY

Make security rounds

Secure coffee mess

Lock interior doors

II. COMMUNICATIONS

Maintain logbook

Use telephone features

Make evening announcement

Use mobile phone

Use pager system

Use recall bill
